

MENOMINEE COUNTY

MEDICAL EXAMINER JOB DESCRIPTION

The Medical Examiner has the ultimate responsibility for determining the cause and manner of death for the deceased in Menominee County.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Responds to death calls in Menominee County, in order to examine the deceased and the circumstances of death.

Initiate an investigation if foul play is suspected and contact the appropriate agencies.

Order medicolegal autopsies.

Interact with next of kin for deceased including notification of death and follow up information, law enforcement personnel, attorneys and physicians.

Interview witnesses.

Obtain lab samples for testing for screening by the state.

Record facts and conclusions concerning a death and testify regarding such information if requested.

Sign death certificates and any other necessary paperwork.

Complete reports of inquests and investigations.

Do related work as required.

SUPERVISORY RESPONSIBILITIES

Responsible for all the operations of the Medical Examiner's Office. Prepare annual budget, develop department policies and enforce existing rules, policies and regulations. Supervise Deputy Medical Examiners.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of the principles, practices and procedures of pathological medicine.

Knowledge of the signs and symptoms of various causes of death.

Knowledge of investigative methods and techniques.

Ability to gather facts and clues and draw logical conclusions from such data.

Ability to prepare accurate records and reports in accordance with state and county regulations.

EDUCATION and/or EXPERIENCE

Attend an ABMDA (American Board of Medicolegal Death Investigators) created death investigation course and be an active member in good standing of the ABMDI.

LANGUAGE SKILLS

MATHEMATICAL SKILLS

REASONING ABILITY

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a valid Wisconsin Driver's License and access to a car.

AMBDI – active member in good standing (minimum status of Diplomat).

PHYSICAL DEMANDS the physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Respond to death calls. Be able to access the body in the location found. Might need to walk long distances, climb terrain, use snowmobiles or other equipment to access the deceased. Will work in all weather conditions. Potential exposure to noxious odors with possible exposure to aerosol bacteria and chemicals, AIDS, and hepatitis.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of those job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Travel through unfamiliar regions of the County in all types of weather conditions at whatever time of the day or night a death call is received.

Apply Online:

<http://www.co.menominee.wi.us/employment/employment.htm>